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Approved For Release 2006/01/12 : CIA-RDP83-00500R000200110010-0

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Assistant Director for Operations

DATE: 9 April 1954

FROM : Chief, Foreign Documents Division

SUBJECT: FDD Monthly Progress Report - March 1954

25X1A

ADMINISTRATION1. As of 31 March 1954 the total personnel on duty was 2. A typing course for 19 of the division's personnel was started by the Office of Training and will continue to 7 May. 25X1

3. A request for reorganization to create Western World Branch and eliminate Western Europe and Near East/Africa Branches was forwarded to the Acting Deputy Director (Administration) via 00 on 26 March. 25X1A 25X1A

4. Chief, Specialized Recruiting Branch, Office of Personnel, and field recruiting officer for the Central States area, were briefed on FDD operations and personnel requirements.5. A snack bar for service, for which FDD initiated the request, was opened on the first floor. 25X1

6. A Photostat Instant Copier was added to the division's reproduction equipment to supplement the Autostat.

OPERATIONS

1. The twenty-first and twenty-second meetings of the Subcommittee on Exploitation of Foreign Language Publications were held on 5 and 22 March, respectively. The examination of the exploitation of scientific and technical publications was continued. The next meeting is scheduled for 2 April 1954.

2. The Linguist Consultation Service processed 965 items during the month.

3. Seminars designed to outline to FDD personnel the needs and functions of the various divisions of ORR were held each Tuesday through March.

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[redacted], FDD, discussed with Mr. Tims, Division of Research Soviet Union and Satellites, State Department, and his staff, problems of mutual interest.

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[redacted] FDD, visited Air Technical Intelligence Center, Dayton, upon request to assist ATIC with translation problems. ATIC personnel continued discussion of the problems later in the month at FDD.

8. Significant reports:

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[redacted] -- Notes on current Soviet scientific and engineering periodicals

[redacted] -- Iron and steel industry in [redacted]

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Special No 8 -- Second report on Java - political, economic, and sociological activities

FDD Translation No 331 -- Iron and steel industry [redacted]

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FDD Summary No 131 -- GDR heavy-machine building industry



Enclosures: 2

Statistical Report on FDD Operations
Details on Personnel Actions

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